

Arts



Sir George Williams
Faculty of Arts

**Undergraduate
Scholars
Programme**

Centre for
Interdisciplinary
Studies



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Studies

Undergraduate
Scholars
Programme



THE
UNDERGRADUATE
SCHOLARS
PROGRAMME

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Centre for Interdisciplinary Studies

Students entering the first or second year of university study, either full or part time, may apply for admission. On the application form for the programme they are required to state clearly what they would expect to achieve by the time they graduate and in what way the U.I.S. is more suitable to their project than a traditional programme. This statement of aims must be accompanied by an academic record and two letters of reference. Academic standing and the ability of the student to work independently are the important criteria in the selection process. Limitation in the programme is necessarily limited, because of its individual nature. Students also have to apply to the university in the usual manner.

SPRING 1976

PART 1

GENERAL INFORMATION

WHAT IS THE U.S.P.?

Flexibility, scholarship, independent study, an individual working relationship with faculty advisors; these are some of the characteristics of the Undergraduate Scholars Programme, now in its fourth year of operation in the Faculty of Arts on the Sir George Williams Campus.

Associate Professor of Religion, David Miller, who originated the programme described it as "designed to allow a small number of highly motivated and responsible undergraduates, working with a tutor, to pursue individually-tailored programmes of study leading to the bachelor's degree".

It does, in fact, offer to those students whose educational goals are clearly defined and whose needs can best be met outside the normal majors and honours structure an unique opportunity to pursue those aims under the guidance of a faculty advisor. Examples of some successfully completed programmes of study are included in this pamphlet.

HOW DOES ONE BECOME AN UNDERGRADUATE SCHOLAR?

Students entering the first or second year of university study, either full or part time, may apply for admission. On the application form for the programme they are required to state clearly what they would expect to achieve by the time they graduate and in what way the U.S.P. is more suitable to their project than a traditional programme. This statement of aims must be accompanied by an academic record and two letters of reference. Academic standing and the ability of the student to work independently are two important criteria in the selection process. Enrolment in the programme is necessarily limited, because of its individual nature. Students also have to apply to the university in the usual manner.

Although the U.S.P. programme is a component of the Centre for Interdisciplinary Studies, every student must be attached to a department in the Faculty of Arts, and the applications will be screened by the U.S.P. Coordinating Committee and a representative of the department involved. The student's approach may be of an interdisciplinary nature, as the examples in part 2 show, but responsibility for supervising the student's work lies with a departmental faculty advisor.

The screening process will include at least one interview with the committee as well as with one or more members of the appropriate department. If the student meets the standard of both of these, and if a suitable advisor is found, the student will be accepted into the programme and asked to confirm his or her intention of entering it.

ONCE YOU'RE IN?

A student accepted into the programme may take up to 18 credits in any given academic year as units of independent study. At least 12 credits must be taken as regular academic credits. In this way, the scholar combines the tutorial experience with normal university life.

An Undergraduate Scholar is not left entirely to his or her own devices, and various mechanisms have evolved which offer the student the maximum amount of support consistent with the flexible nature of the programme.

Students must register with a department, for instance. In this way, anyone withdrawing from the U.S.P. for whatever reason, can easily switch into a normal programme.

Continuous liaison takes place at various levels. At the point of entry into the programme, a departmentally approved plan of study leading up to the bachelor's degree and showing a clear focus of interest must be submitted to the U.S.P. Co-ordinating Committee, which is responsible for maintaining the high academic standards of the programme. The projected content of the U.S.P. tutorials and their relevance to the total programme must be shown. These tutorials may consist of such varied material as research projects, laboratory experiments, reading courses and creative activity.

The departmental advisor will supervise the student's programme and maintain liaison with the various project supervisors involved. At least twice a year, progress reports will be sent to the co-ordinator of the U.S.P. Any changes in the projected programme of study will also be indicated. Students must, of course, maintain high academic standing.

Regular meetings are held with other U.S.P. students and involved faculty and administrators in order to facilitate the exchange of experiences and views on the programme. Students also elect representatives to the co-ordinating committee. A small study room is set aside for scholars, and carrels are available to them in the library. The co-ordinator is available for consultation.

THE DEGREE ITSELF?

The student's official transcript shows that he or she has graduated in the Undergraduate Scholars Programme. An explanatory note and a brief description of each of the tutorials taken always accompanies this transcript.

The successful students may graduate with either a Majors or an Honours degree in their area of study. The U.S.P. does not carry automatic Honours status, and students wishing to graduate with Honours must consult their advisors to ensure that they conform to the special regulations for Undergraduate scholars.

PART 2

EXAMPLES OF APPROVED PROGRAMMES OF STUDY

Student A

This student's general area of interest in Art History was that of portraiture in post-Renaissance Western painting. In order to study the problem in some controllable manner, an area of time and a geographical boundary were designated, i.e. 18th Century England. Four Art History courses provided the student with fundamental terminology, comparative material and a context of landscape, religious and historical painting. Then various English courses were selected in order to provide the supporting literary milieu and a History course to furnish a political, economic and social setting for the study.

The U.S.P. courses were used to focus on a particular point of interest. Some courses were devoted to the building of a bibliography, to which end the student travelled to London, England, at her own expense, and conducted research into the available literature on Joshua Reynolds at the British Museum. This trip also made it possible to experience first-hand contact with actual works at the National Gallery, National Portrait Gallery and in selected country houses. Another course was devoted to the study of 18th Century English patronage of the arts. The final course was an undergraduate thesis representing the conclusion reached at the end of the whole programme.

Student B

This student's focus of interest was International Relations, and particularly their functioning in the Middle East, the Arab World and Islam. The contention being that international relations cannot properly be studied in isolation, the student felt that the Undergraduate Scholars Programme offered a unique opportunity to pursue this study in relation to political theory, comparative politics and history. Political theory, aside from its general analytic value, would aid to the appreciation of the growing role of ideology and ikon-transformation in the Middle East.

The degree programme, therefore, included a number of regular structured courses in the above fields as well as some study of Arabic. Three of the U.S.P. courses involved the equivalent of a combination of comparative politics, international relations and political theory, emphasizing systems and methodological approaches to the area of research. Two final U.S.P. courses led the student to produce an undergraduate thesis involving the origins and nature of the discipline of political science.

Student C

In this case, the subject is a mature student who has retired from the business world in order to pursue a very particular branch of knowledge. The programme involves the study, research and collated written documentation of the ethnobotany of man as *religio medici* and *materia medici*. The focal point will be those plants used in religious rituals and ceremonies for the induction of trance, transcendence and the visionary experience. The residual effects of these plants and rituals upon culture, philosophies and literature will be the summation of this work. The scope of this enterprise goes beyond the undergraduate level, but the basis will be laid at this stage.

Regular courses will include English, Religion, Anthropology, History and Geography, with particular reference to religious thinkers; magic, science and religion; myth in literature; classical and contemporary images of man; early man; Asian and African history. The U.S.P. courses, built on this foundation, will be devoted to ethnobotanical research in mythology and the classics, in Aryan texts and in the cultures of Asia and Africa.

Student D

This programme was focussed on giving the student a broad introduction to the general theory and literature dealing with the social impact of science and technology, with special concentration in the theory and practice of information systems. A grouping of certain courses to provide useful analytical and methodological frameworks and research skills was prepared. The three elements have been combined in a coherent programme to ensure cross-fertilization, reinforcement and integration.

Regular components included selected courses from Humanities of Science, Interdisciplinary Studies, Computer Science, Mathematics, Quantitative Methods, Economics, Management, Education, English and Engineering. The U.S.P. courses were used to knit these elements together and included research in science, information and society; technology and organizational communications; and systems and society.

This student intends to go on to graduate school and to specialize in the study of information flow. This will include some work on the impact of new information technology on complex organization and research into the extent to which the potentialities of this new science have been properly realized.

Student E

The main focus of this student's programme was urban environment and it was felt that the Undergraduate Scholars Programme was the most fruitful way of combining Urban Studies with Science and Human Affairs. The programme was therefore partly structured around the principles of familiarization with the general body of theory and literature in environmental studies and the acquisition of useful analytical tools for dealing with environmental problems. These aspects provided a firm basis and context for the study of the special problems of urban environment.

Student E (continued)

Regular courses were chosen from relevant offerings in Interdisciplinary Studies, Economics, Geography, Political Science. The U.S.P. components involved field work in solid waste management and environment; urban and applied urban geography; and the economics of the environment. Special seminars were also used to integrate all the material.

This programme lays the foundation for the student's projected graduate work in a special programme leading to a double Master's degree in law and the advanced study of urban environment.

Student F

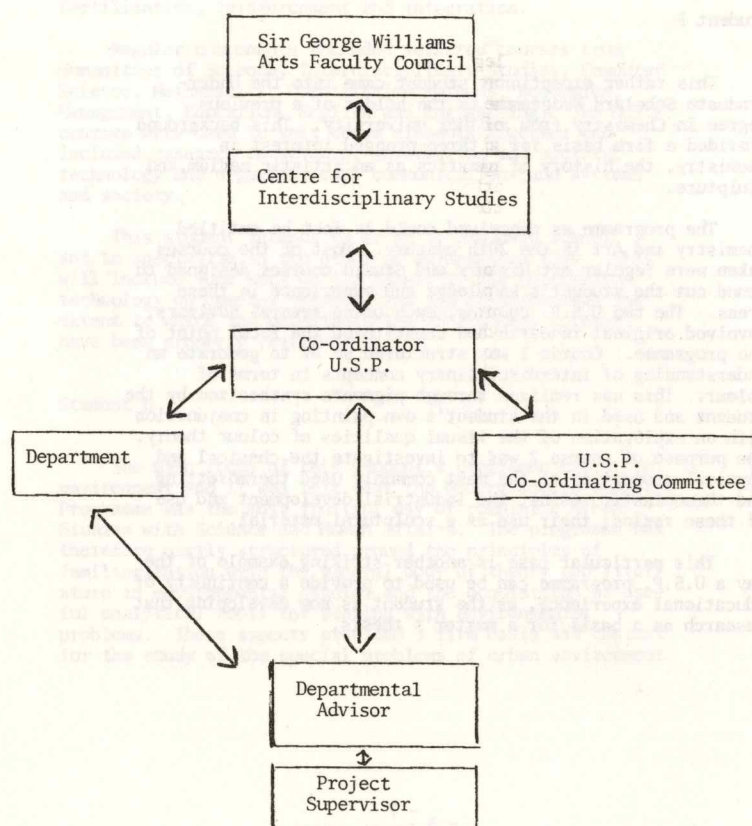
This rather exceptional student came into the Undergraduate Scholars Programme as the holder of a previous degree in Chemistry from another university. This background provided a firm basis for a three-pronged interest in chemistry, the history of plastics as an artistic medium, and sculpture.

The programme as conceived could in fact be entitled Chemistry and Art in the 20th century. Most of the courses taken were regular Art History and Studio courses designed to round out the student's knowledge and experience in these areas. The two U.S.P. courses, each using several advisors, involved original research and constituted the focal point of the programme. Course 1 was structured so as to generate an understanding of interdisciplinary concepts in terms of colour. This was realized through pigments synthesized by the student and used in the student's own painting in conjunction with an exploration of the visual qualities of colour theory. The purpose of course 2 was to investigate the chemical and physical properties of the most commonly used thermosetting and thermoplastic resins; the industrial development and use of these resins; their use as a sculptural material.

This particular case is another striking example of the way a U.S.P. programme can be used to provide a continuity of educational experience, as the student is now developing that research as a basis for a master's thesis.

PART 3

STRUCTURES OF THE UNDERGRADUATE SCHOLARS PROGRAMME



THE UNDERGRADUATE SCHOLAR

The spirit of the programme and the procedures for entering it have been described in the first few pages of this pamphlet. The purpose of this section of the guidelines is to define the role, responsibilities and privileges of the Undergraduate Scholar in order to help him or her meet the requirements both of the Programme itself and of the University, as well as complete a successful programme of study. They may not be exhaustive: where clarification and further information are required, each student is encouraged to consult the U.S.P. student representatives, the departmental advisor, the members of the U.S.P. Coordinating Committee and the Coordinator.

Whatever the qualifications of the applicant, acceptance into the programme can only take place if the candidate is registered in a department, the programme of study is approved, and an appropriate Departmental Advisor can be found. The responsibilities of the latter are the subject of separate guidelines. What must be stressed here is that the Scholar will normally, though not always, have the same advisor throughout his/her studies, and both should, therefore, be aware of the commitment they are making.

Departmental
Advisor

Apart from the Programme itself, the University has a number of General Degree Requirements, set out in the University Calendar, and the Scholar is responsible for ensuring that these are met. Scholars are also encouraged to build a plan of study that includes a traditional Majors structure, in case, for whatever reason, they leave the Programme. In the same vein, anyone involved in an individually tailored programme of study and wishing to pursue Graduate Studies, is responsible for establishing the specific requirements of the various graduate schools and deciding, if necessary, how and when they will be fulfilled.

General
Degree
Requirements

At the point of entry into the programme, a complete Plan of Study leading to the B.A. degree must be drawn up with the departmental advisor and approved by the department. This must include a clear statement of educational goals and show how each regular course or unit of independent study contributes to the attainment of those goals. Up to eighteen (18) credits of independent study may be taken in any given academic year or group of thirty (30) credits. A minimum of twelve (12) such credits must be taken during the programme. The plan of study must be presented in detail for the first year; an outline may be sufficient for the following year(s). Changes can be made in certain circumstances, as long as the spirit of the Undergraduate Scholars Programme (pursuing a clearly defined set of goals) is respected. The advisor is responsible for helping the student to draw up the plan and for forwarding it to the U.S.P. Co-ordinator.

Plan of Study

It should be stated here that requests for extensions and course changes - once the courses are undertaken - cannot be entertained by the Co-ordinator and Co-ordinating Committee, without clear and reasoned justification.

Extensions and Course Changes

Once the plan of study is approved, the advisor is responsible for its coordination. He/she will help the Scholar find suitable Project Supervisors for units of independent study. A project may be the equivalent of three (3) or six (6) credits. In no case, however, may the student undertake the equivalent of more than eighteen (18) credits out of the required total of ninety (90) as units of independent study with a single instructor, nor may work be undertaken as independent study which is already offered as a regular course.

Project and Project Supervisors

The advisor is responsible for forwarding to the Co-ordinator the student's Current Plan of Study at the beginning of each academic year. This will indicate what changes, if any, have been introduced into the original submission and why. These changes must be departmentally approved to be taken. A brief description of Independent Study Units must be obtained by the student from the project supervisor(s) and accompany that plan of study.

Current Plan of Study

After the first semester of each year, i.e. before January 15, the advisor will forward a Progress Report. This will include green sheets (grades) for completed units of independent study, final grades for completed regular courses and some indication of the student's progress in on-going courses or projects. The student is responsible for providing the advisor with both final grades and ongoing reports.

Progress Report

At the end of each academic year, i.e. by May 15, final grades must be reported by the advisor to the Co-ordinator. Once again, the student is responsible for furnishing these grades for regular courses. Where Summer Session work takes place, a similar report will be expected by September 15. Students are required to maintain high academic standing.

The Undergraduate Scholars Programme does not carry automatic Honours status. Special regulations exist for Undergraduate Scholars, and those who wish to apply for Honours must consult these regulations and conform to the requirements. In all cases, Undergraduate Scholars who wish to graduate with Honours must complete an Honours essay or its equivalent. In departments where no traditional Honours essay exists, the topic, the supervisor and the second reader must be approved by the U.S.P. Coordinating Committee.

Honours Status

Finally, a Scholar who has completed units of independent study and needs a copy of his/her transcript, must, when asking for it, recall to Records Office his/her special status and ask that copies of the green sheets and a description of the Programme accompany it.

Transcript

Undergraduate Scholars enjoy certain privileges of a material nature. They may elect representatives to the U.S.P. Coordinating Committee; they have their own mail box, bulletin board and study room in the Centre for Inter-disciplinary Studies; they may reserve a carrel in the library. Every effort is made to facilitate their studies and research.

Privileges and Responsibilities

The greatest privilege of all, however, is the Programme itself, which offers a very personal, highly rewarding form of education. Faculty and administrators alike pour a great deal of time and energy into encouraging the intellectual development of this small, select body of students. Applicants to the Programme justify their application on the grounds of their maturity, academic skills and strong motivation. The University, in meeting its obligations to the students, expects that successful candidates will, in turn, honour their commitment by the continued display of these qualities.

THE U.S.P. DEPARTMENTAL ADVISOR

The role of the departmental advisor is difficult and arduous, but, we hope, rewarding. These guidelines have been prepared in order both to make clear to a potential advisor the nature of the responsibilities involved and to facilitate the carrying out of those responsibilities once they are undertaken.

When an application to the Undergraduate Scholars Programme is received, the Coordinator gets in touch with the appropriate department, and the screening process begins.

Application

The student must meet the over-all requirements, the department must support the candidate, and within the department, an advisor must be found who is willing and able to supervise and coordinate the student's activities. No advisor may take on more than one Undergraduate Scholar.

Screening
Process

A Departmental Advisor must be prepared to work closely with the student throughout his/her undergraduate career. Although an Undergraduate Scholar, by the very nature of things, must be expected to assume a great deal of responsibility, that responsibility is shared with the advisor. The nature, then, of the relationship which is established will decide whether the student's career stands or falls. The faculty involved to date with Scholars who have completed their programme have all expressed enthusiasm and satisfaction over their work.

Departmental
Advisor

One of the first tasks of a potential advisor must be to make the successful candidate aware of the implications of the programme. The details of these are outlined in this pamphlet, under various headings. It is, however, essential that the student realize, before entering on his/her career, that, however successful and rewarding this form of undergraduate work may be, there can be no guarantee that such an individually tailored programme of study will meet the specific requirements of the various graduate schools. The onus will be on the student to establish what such requirements are, and when and how they will be met. On the credit side, it can be stated that the Undergraduate Scholars Programme constitutes a good preparation for the kind of work required of a student at the master's or doctoral level.

Implications of the Programme

Once the student and the departmental advisor have agreed to work together within this framework, the advisor must help the student to draw up a complete programme of study leading to the B.A. degree. This must include a clear statement of educational goals and show how each regular course or unit of independent study contributes to the attainment of those goals. Up to eighteen (18) credits of independent study may be taken in any given academic year. A minimum of twelve (12) such credits must be taken during the programme. The programme of study must be presented in detail for the first year. An outline of study for the following years (or year, depending on the point of entry) is also expected. This requirement is flexible. Changes can be made as the student's judgment matures or as new opportunities become available. Nevertheless, the spirit of the Undergraduate Scholars Programme, which is that each student is pursuing a clearly defined set of goals, must be respected. A copy of this statement must be forwarded to the Coordinator within one month of the point of entry.

Programme of Study

As a safeguard for the student, the programme of study should be set out in such a way that anyone leaving the programme, for whatever reason, can fall back on a regular departmental structure. It is also suggested that, except for unusual cases, students be encouraged to restrict the number of units of independent study in U1. Rather they might choose regular structured courses which provide a firm framework within which to operate at the outset. Any programme must also meet the general degree requirements of the University.

Safeguards

As the Undergraduate Scholars Programme assumes a strong degree of motivation and the maintenance of high academic standing on the part of students, it should be stressed here that the Coordinator and the Coordinating Committee cannot entertain requests for extensions or course changes once the courses have been undertaken, unless such requests carry clear and reasoned justification.

Extensions and Course Changes

Once the student's programme is drawn up and approved by the appropriate department, the advisor is responsible for coordinating that programme. In the case of regular academic courses, very little work may be involved. If there are units of independent study, more may be required. It is always, however, essential to bear in mind that cohesiveness is the overall aim of the programme, and care must be taken to integrate the different aspects of the student's work.

Coordination

The advisor is responsible for helping the student find suitable project supervisors for the units of independent study. A project may be the equivalent of three (3) or six (6) credits. In no case, however, should the student undertake the equivalent of more than eighteen (18) credits out of the total of ninety (90) required for the degree, as units of independent study with a single faculty member. Nor may work be taken as independent study if a regular course covering the same ground exists. The advisor will be expected to check that the project supervisor's chairman is informed of and approves the arrangement.

Project Supervisors

At the beginning of each academic year, i.e. before September 30th, the advisor will forward to the Coordinator the student's current plan of study. This should indicate what changes, if any, have been made since the original submission and why. Changes must be departmentally approved. In the case of independent study units, a brief course description should be obtained from the supervisor.

Updated Plans of Study

After the first semester, i.e. before January 15th, the advisor will forward a Progress Report. This will include green sheets (cf. grades) for completed units of independent study, final grades for completed regular courses and some indication of the student's progress in on-going courses. The student is responsible for providing the advisor with both final grades and the ongoing reports.

Progress Reports

At the end of each academic year, i.e. by May 15th, all grades must be reported to the Coordinator. Once again, the student is responsible for furnishing these grades for regular courses. Where Summer Session work takes place, a similar report will be expected by September 15th.

The Undergraduate Scholars Programme does not carry automatic honours status, and one of the extra tasks of the departmental advisor is to draw the attention of the student to the special Honours regulations which apply to Undergraduate Scholars. It is the scholar's responsibility to ensure that the requirements are met.

Honours Status

These guidelines and the procedures they contain are the fruit of four years experience. Both Scholars and departmental advisors have contributed to them. Only in this way, it was felt, could the University and the students meet their mutual commitments. The University, on the one hand, must ensure, through the contribution of faculty advisors and the investment of administrative time and money, that the students accepted into the programme are not left to their own devices, that the projected course of study can, in each case, be successfully completed. On the other hand, the students must respect the unique opportunity offered to them and fulfill their side of the bargain.

In conclusion, it should be stated that the University recognizes the important function of the departmental advisor. Provision for recognizing the extra burden is made in the workload outline, and it is the duty of the Coordinator to write each year to Department Chairmen and draw attention to the advisor's contribution.

THE PROJECT SUPERVISORS IN U.S.P.

A project supervisor, who may be a faculty member of this or any other university or a field specialist in some area not on a university curriculum, undertakes to guide the Undergraduate Scholar's work in units of independent study. The supervisors are chosen, after consultation with the departmental advisor and the U.S.P. Coordinating Committee, because of their special qualifications, and the project must fit in with the overall plan of study.

It is the duty of the departmental advisor to ensure that the Chairmen of project supervisors within the University are informed of their activity. In the case of faculty members from other universities, the Coordinator will do so.

A project may be the equivalent of three (3) or six (6) credits. In no case, however, may the student undertake with a single instructor, as units of independent study, the equivalent of more than eighteen (18) credits out of the required total of ninety (90), nor may a student undertake, as independent study, work which is already offered as a regular course.

A project may take various forms consistent with the student's overall plan of study. The possibilities include such things as essays, undergraduate theses, establishing bibliographies, certain forms of creative activity, laboratory and field experiments.

What Is A Project?

At the beginning of the academic year or session during which the work is undertaken, the student and project supervisor present the departmental advisor with a brief course description. This is included in the student's file and forwarded by the departmental advisor to the U.S.P. Coordinator. At the end of every completed unit, the project supervisor fills out a special green sheet (cf. grades) which follows the same channels. In the case of units lasting more than one semester, the supervisor provides a brief progress report at the end of the first semester.

Course Descriptions

Deadlines for these grades and progress reports are as follows:

Deadlines

Fall semester: January 15th
Winter semester: May 15th
Summer semester: September 15th

The University makes every effort to recognize the extra burden placed on supervisors by this activity, and it is the duty of the Coordinator to write each year to the appropriate Department Chairman and draw attention to their contribution.

GRADES FOR UNITS OF INDEPENDENT STUDY

Special forms, known as Green Sheets, are available for reporting grades for units of independent study. These green sheets accompany the student's transcript in order to provide useful information for future employers and/or admission offices about the nature of the work accomplished in the Undergraduate Scholars Programme.

A completed green sheet should, therefore, include a brief course description, an evaluation of the student's achievement, a final grade. It should indicate the number of credits to be granted and be signed by the project supervisor.

Blank green sheets are forwarded (by the U.S.P. Coordinator) to departmental advisors who are, in turn, responsible for seeing that they are completed and returned by the appropriate date (cf. Guidelines for departmental advisors).

PART 4

DEPARTMENTAL REPRESENTATIVES - JANUARY 1976

Department	Name of Representative	Room No.	Phone No.
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Humanities Division

Classics, Ling. & Modern Languages	Assoc. Prof. A.M. Ketter	P-203	5887
English	Assoc. Prof. R. Sommer	EN-16	5886
French	Assoc. Prof. M. Euvrard	H-515/3	4332
Journalism	Assoc. Prof. D. Oancia	T-306	8123
Mathematics	Assoc. Prof. F. Szabo	H-939/19	4255
Philosophy	Assoc. Prof. J. Ornstein	H-634/1	4393
Religion	Asst. Prof. M. Oppenheim	R-106	7253

Social Science Division

Applied Social Science	Asst. Prof. D. Kelleher	F-104	7288
Economics	Prof. D. Fisher	H-661/8	4006
Education	Asst. Prof. D. Knitter	E-203/4	4189
Geography	Ms. J. Anderson	X-105	2819
History	Assoc. Prof. I. Smith	H-462/14	4296
Political Science	Assoc. Prof. L. Singh	H-660/1	5832
Psychology	Prof. A. Schwartzman	G-113	2803
Sociology	Assoc. Prof. J. Jackson	SA-100/25	4179
Anthropology	Prof. C. Brant	SA 100/7	7294
Centre for Teaching English as a Second Language	Prof. A. Sharma	H-531	7205

Department	Name of Representative	Room No.	Phone No.
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Centre for Interdisciplinary Studies

Asian Studies	Assoc. Prof. J. Hill	H-462/1	5894
Canadian Studies	Prof. R. Wilbur	H-462/16	4473
Science and Human Affairs	Asst. Prof. G. Bindon	Q-106	4449
Russian Studies	Assoc. Prof. I. Smith	H-462/14	4296
Urban Studies	Assoc. Prof. T. Buckner	SA-100/5	4180
Women's Studies	Ms. V. Walters	SA-100/24	8470